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CITY OF LONG BEACH
CITY HALL
LONG BEACH, CALIFORNIA

December 2, 2003

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: City Council Referral Re: Terminal Improvements and Environmental Studies (District 5)

On October 21, 2003, the City Council referred an item to the Airport Advisory Commission (Commission) for follow-up action. Key issues encompassed within the referral were:

1. Determination of the scope of the Terminal Improvements Project (e.g., number of structured parking spaces, square feet of holdrooms, etc.)
2. Determination of the scope of the Environmental Impact Report (EIR) for the Terminal Improvements Project
3. Response to requests by the public for other information such as Airport impact on real estate values and health hazard risks of the local environment, including impacts from ports, freeways, and the Airport.

The Commission's Outreach Committee met three times since the October 21st referral in order to develop "process" recommendations for the full Commission's consideration at its November 20, 2003 meeting. Giving full consideration to the Outreach Committee's recommendations, public input, and Commissioner viewpoints, the Commission agreed to the following relative to process protocol:

1. Because of the potential importance to Long Beach and the surrounding communities of this referral, the response development process will be accomplished by the Commission as a whole, rather than through a smaller sub-group of the Commission. This will generate the broadest range of perspectives, and will help ensure the broadest possible exposure to issue definition and background information when the Commission, as a whole, recommends a direction to the City Council. Because of the public interest in the EIR scope and the project definition/sizing, and in light of the anticipated briefings by consultants,

various interest groups and others regarding industry standards and other metrics, it is important that all these meetings be accessible to the public. Airport staff will ensure that notices for these meetings are posted, in order for all interested parties to attend.

2. Commission meetings are typically heavily agendized, so separate "working group" meetings of the Commission, at least once a month, will be held. Any guiding or final recommendations shall presumably be addressed at a regular Commission meeting.
3. In order to create a productive working protocol, working group meetings will be formatted to allow reasonable public input. As part of that protocol, the Commission sees benefit in having the services of a professional facilitator, to work especially in the design and implementation of the process.
4. Until the Commission gets well into the process of being briefed on the EIR and Terminal Improvement variables, it may not be able to give the City Council a firm "report-back" timeframe. The Commission will provide the City Council with periodic progress reports to be filed with normal meeting minutes. One of these reports will address a proposed report-back schedule for the Commission's recommendations regarding the EIR and Terminal Improvements Project scopes.

An initial full Airport Advisory Commission working group meeting will be held on December 11th, notwithstanding the fact that the Commission typically does not meet in December for its regular meeting. Staff will find an accessible location and ensure the proper public notice process. This meeting will be primarily informational and educational in purpose and include, as necessary and appropriate, briefings from the City Attorney's Office, Airport staff, and consultants, and will focus on further identification of the desired work products, identification of public input to-date, and continue the dialogue regarding effective protocol/process considerations.

At its November 20, 2003 meeting, the Airport Advisory Commission voted unanimously to:

1. Formally accept the City Council referral request;
2. Formally accept the referral processing protocol suggestions as enumerated above, including the desire to be provided with facilitator support;
3. Establish December 11th as the first meeting date for the Terminal Improvements and Environmental Studies "committee of the whole" working group, and request staff to make the necessary arrangements and announcements; and

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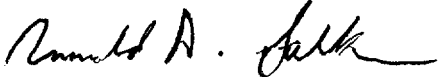
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4. Authorize the Chair to submit this letter to the City Council, for the December 2, 2003 meeting, documenting these actions.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive and file this report.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ronald A. Salk". The signature is fluid and cursive, with a long horizontal stroke at the end.

RON SALK, CHAIR
AIRPORT ADVISORY COMMISSION